

## **Instructor's Checklist for Adjudicating an Allegation of Academic Dishonesty**

1. Complete the Office of Student Conduct's "Initial Reporting Form"
  - The form can be found at the following link: <https://bit.ly/InitialReportingForm>
  - After completing this form, you will be notified via email if you will be able to address the case, or if it will be assigned to an Academic Integrity Facilitator
  - If you are able to address the case, continue with the following steps
2. Inform the student of the allegation in writing
  - A sample notification letter can be found at the following link (Letter #1): <http://nbacademicintegrity.rutgers.edu/home/for-instructors-and-aifs/sample-academic-integrity-letters/>
  - The student should be notified of the allegation within 15 days of discovery of the incident
3. Allow the student the opportunity to respond to the allegation
  - You can provide them the opportunity to respond either in writing or in a meeting. This meeting can be in person, over the phone, or online. Allow the student to present information or witnesses in their defense, if they choose.
  - Allow the student a minimum of five (5) working days from the date you sent your original letter to respond
  - If necessary, contact any additional individuals (such as witnesses) for supplemental information
4. Make a decision regarding the student's responsibility and sanctions
  - Use the *Preponderance of Evidence* standard (it is more likely than not that the allegations are true) when making this decision

- If you find the student responsible for a violation, determine appropriate sanctions (sanctions can be reviewed with an Academic Integrity Facilitator or with the Office of Student Conduct)

5. Notify the student of your decision in writing

- When preparing a decision letter, reference the sample letters available at the following link (Letters #2 and 3): <http://nbacademicintegrity.rutgers.edu/home/for-instructors-and-aifs/sample-academic-integrity-letters/>
- If finding a student “responsible,” your letter must include the following information:
  - A list of violations for which the student was found responsible
  - A **detailed** description of the information that led you to make this finding
  - A list of imposed sanctions
  - Instructions for appealing the finding and/or sanctions

6. Complete the “Final Academic Integrity Reporting Form” at the following link to notify the Office of Student Conduct of your finding. Complete this form regardless of whether you find the student responsible or not responsible: <https://bit.ly/FinalReportingForm>

- Attach to this form all written correspondence you had with the student regarding the case. Be sure to include the decision letter you sent to the student.